

**State of California
Department of Mental Health**

REQUEST FOR APPLICATION

Supportive Housing Initiative Act (SHIA) for SFY 2001-2002

GRANT # SHIA2001-01

October 31, 2001

1. **Q:** Does the 5 units minimum referenced on Page 4 of the RFA refer to both supportive services and rental subsidies, or just to subsidies?

A: Each application must involve a minimum of five (5) SHIA-assisted units, regardless of whether the application is for supportive services only, rental subsidies only, or a combination of services and subsidies.

2. **Q:** If a proposal includes both supportive services and rental subsidies, can the services be funded for longer than three years?

A: No. We are limited by the SHIA statute, which specifically states that services may be provided for up to 3 years. The rental subsidies, however, must be requested for a minimum of 3 years up to 15 years.

3. **Q:** Are there any instructions as to spacing of the narrative (single- or double-spaced)?

A: All applications must be single-spaced. We have amended the RFA to include this provision. (See 10/25/2001 Amendment)

4. **Q:** Is it allowable to use Arial 10 point font for tables?

A: The Project Narrative must be presented on 8.5" x 11" paper, single-spaced, single-sided, with one-inch margins and a type font no smaller than 12 point, using Arial or Times New Roman. Any tables submitted within the Project Narrative must fit within these guidelines.

5. **Q:** Is the Vicinity Map referenced as No. 1 on page 8.5 in Attachment 8 (instructions for Appendix B.4-b) the same as the Site Control and Vicinity Map described on page 31 as Appendix B.-a? If so, does the Department want two copies of this map? If not, how do they differ?

A: Yes, Attachment 8, page 8.5, item #1 and Appendix B.4(a) (RFA page 31) both refer to the same vicinity map. The Department only wants one copy of this map, tabbed, and placed in Section IV of the application (Appendices), as described on page 28 of the RFA.

6. **Q:** How is the Department defining a project? For example, if a local government agency is applying for funds to provide support services and rental subsidies at more than one location, does each location constitute a separate project? If not, please explain?

A: If similar services are to be provided at both locations to the same target population, this model could be considered one project. However, if the services provided and the target population are distinctly different from each other, the applicant may choose to submit two applications, one for each project. Another alternative would be for the local government agency to submit one application for multiple projects. Ultimately, this decision must be made by the local government agency submitting the application(s).